

**Colonial School District
New Castle Elementary
Pre-Bid
MEETING MINUTES
Tuesday, February 16, 2016**

CALL TO ORDER

This meeting was called to order at the Administration Building in the Boardroom at 9:00 a.m.

ATTENDEES

See Attached Sign-In Sheet

REVIEW

Scope of Work

- Bid #4-15-73
 - Tim Skibicki, Tetra Tech, explained that CSD will be adding a roof top packaged unit to the gymnasium. This unit is to be mounted on significant structural steel dunnage and will be installed over the lobby area and ducted into the gym.

Project Schedule

- Bid Opening is March 3, 2016, 2:00 p.m. in the Administration Bldg. Boardroom.
- Contracts will be prepared upon award.
- Start Date will be in the beginning of June, 2016.
- Completion Date will be the end of July, possibly into the first week of August, 2016.

Prequalification

- The Prime Mechanical Contractor and the electric sub-contractor are required to be prequalified with the State of Delaware.

Sub-Contractor List

- Mechanical
- Electrical
- Roofing
- Fire Alarm
- Controls - Modern Controls

Drawings & Specifications

- Available at the Pre-Bid Meeting and at Tetra Tech, Inc.'s office for \$100.00.

Addenda

- Meeting minutes and the first Addenda will be sent to everyone on the Sign-In Sheet.
- Subsequent Addenda will be sent to plan holders who purchased drawings.

Bid Deposit, Payment/Performance Bonds, Liquidated Damages

- 10% Bid Deposit
- 100% Payment/Performance Bonds are required
- \$2,000 per day liquated damages

Walk-Thru

- Dates and times will be sent to all signed in attendees.

Close Out

- It was reiterated that contractors must be pre-qualified with the State of Delaware to be considered.
- There is a new drug law (4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects), which is referenced in a link in the Project Forward.

MEETING ADJOURNED

Approximately at 9:25 a.m.

These minutes were prepared for the purpose of recording significant information covered during the meeting. Should anyone object to the statements or interpretations contained herein, please advise within one weeks of the date of this report.

Submitted by: Lisa Amoroso 02/16/2016